

Position Description

Financial Analyst-FSN-11 Office of Financial Management-OFM, USAID/Nepal

BASIC FUNCTION OF POSITION:

Serves as a Financial Analyst (FA) for the USAID Mission to Nepal reporting to the Controller. Provides professional financial management support and guidance on a broad range of financial operations and issues to the Controller, Mission management, Development Objective (DO) Teams and numerous governmental and non-governmental counterpart institutions which implement a full array of complex development activities. Provides analysis, evaluation and advice on financial and accountability issues relating to planning, achieving results and evaluating USAID/Nepal activities. The Controller makes special assignments and furnishes advice on handling unusual problems but normal aspects of the job are accomplished without detailed technical review.

Major Duties and Responsibilities:

% of time

1. Works as a Strategic Objective Team Member:

55%

Serves as a primary link between the Office of Financial Management (OFM), the DO teams, and development partners to ensure communication and coordination on financial management related issues. As an extended member of the DO team, the employee participates in discussions and decision making relating to the principal team functions of program planning and achieving and evaluating results while ensuring that financial management, internal controls, and accountability issues receive appropriate consideration.

Provides financial advice and analyses, and makes recommendations on the financial feasibility of implementation alternatives. Reviews implementing partner work plans and budgets as they relate to compliance with laws, regulations, contract/agreement provisions and policies. Reviews project and activity budgets for potential reprogramming. Prepares quarterly pipeline reports and holds quarterly review meetings to assist DO teams in monitoring implementation progress.

Assists DO team to develop long range expenditure projections for inclusion in the Mission's Operational Plan.

Supervises and participates in quarterly accrual/1311 reviews to identify funds available for alternative use.

Plans and determines possible sources of host government counterpart contributions on Assistance Agreements (AA) and cost share contribution from grantees. Assist DO teams to develop systems to collect the contribution data from the Government of Nepal (GON) institutions, compiles the data, monitors the contribution, and designs and generates appropriate reports for the DO Teams and Mission management.

Works with the DO teams to ensure that partner GON Ministries have maintained an appropriate system of records to document the arrival and disposition of commodities financed by USAID as required in the AA and as per USAID guidelines. Assists the DO teams in periodically conducting end-use checks of commodities provided to their partners, and designs appropriate reports for the DO Teams and Mission management monitoring purposes.

Reviews and provides clearances on AAs, Global Acquisition and Assistance System (GLAAS) requisitions, Modified Acquisition and Assistance Request Documents (MAARDs), Implementation Letters (ILs), contracts, grants and other documents in accordance with the Mission delegations of authority.

2. Audit Management Responsibilities:

10%

Reviews and monitors the USAID resources managed by the Government of Nepal (GON), grantees, and contractors, and obtains implementation information on the projects. Based on a review of the information, prepares an annual Mission Audit Inventory and Audit Management Plan. Implements the annual Audit Management Plan, initiating the audit work in coordination with the cognizant DO Team and the Contracting or Agreement Officer. This includes:

- for Recipient Contracted Audits (RCAs) reviews the audit scope of work and approves the selection of auditors;
- for Agency Contracted Audits (ACAs) prepares the Scope of Work (SOW), obtains Regional Inspector General (RIG) review and approval of the documents, and participates on the proposal evaluation committee to select a RIG approved audit firm;
- ensures that audit entrance and exit conferences are conducted;
- maintains close liaison and works with the auditee, local accounting firms, and the RIG office;
- reviews audit reports, findings, and recommendations, clarifies questions with auditors and provides guidance to the audit firm;
- upon finalization of an audit report by RIG, works with the COR/AOR or Activity Manager to take action on any audit recommendations;
- forwards the approved management decisions to RIG, and clarifies any questions raised and forwards the audit recommendation closure documentation to USAID/Washington to obtain final action on the audit recommendations;
- periodically updates the Audit Management Plan and the audit recommendation tracking system for the review by the Mission's Management Control Review Committee (MCRC);
- assists in audit related work, which is conducted by RIG on Mission grantees and contractors and in RIG investigations.

3. Institution Review and Strengthening:

20%

Conducts comprehensive institutional reviews (including pre-award surveys and public financial management risk assessments) of potential recipients to ensure that there is institutional

capability to properly manage USAID resources and comply with documentation and reporting requirements. In cases where the prospective grantees do not have adequate capability, works with the Contracting Office, Controller, DO team and grantees to recommend appropriate corrective actions, and follow-up on timely implementation of the actions.

Conducts periodic financial and internal control reviews, risk assessments and control environment assessments of institutions receiving USAID funding to determine the adequacy of key organizational systems and procedures including, but not limited to accounting, procurement, accounts payable, personnel, asset management, and audits. Recommends corrective actions for institutional strengthening and follows-up on corrective actions.

Works with the GON Office of the Auditor General (OAG) on audits of USAID resources funded through GON Redbook activities for the purpose of enhancing the OAG's capacity to perform audits of USAID funds in accordance with U.S. Government Auditing Standards.

Assists GON institutions and other private or public grantees/contractors in meeting financial and internal control system requirements and resolving financial management and internal control problems affecting project design, implementation, and administration.

Conducts various reviews including closeout desk reviews, indirect cost reviews, advance & disbursement reviews, and other reviews at the request of the DO team, Controller, Contracting Office, and others.

4. FMFIA/MCRC:

10%

Conducts and coordinates the annual assessment of mission internal controls required by the Federal Managers Financial Integrity Act 1982 (FMFIA). As directed by USAID/Washington and the Controller, conceptualizes the work to be done, develops plans, organizes, coordinates and obtains the necessary information to assess Mission management controls. Prepares working papers supporting assessment findings. Prepares necessary documents for the Mission Management Control and Review Committee (MCRC) review and decisions. Coordinates with senior Mission officials to prepare and obtain approval of decisions for reporting to USAID/Washington.

Tracks the 'material weaknesses' and all identified control item weaknesses, develops plans of action to address weaknesses, and follows-up to ensure the necessary action is taken to correct the weaknesses. Prepares briefing materials for the MCRC on the status of the outstanding weaknesses on a semi-annual basis.

Reviews USG Acts and regulations, the Office of Management and Budget (OMB) circulars, USAID policy in the Automated Directive System (ADS), USAID/W guidance, etc., in order to remain current on FMFIA requirements.

5. Other Duties:

5%

Performs other duties and responsibilities as assigned.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

a. Education:

The Analyst is required to have a Master's degree in accounting, finance, business administration or its equivalent.

b. Prior Work Experience:

At least 5 years of progressively responsible managerial experience in professional accounting, auditing or financially-oriented activity;

c. Post Entry Training:

Training on accounting and financial management is required. Training in the use of Microsoft software applications such as Word, Excel, and PowerPoint.

d. Language Proficiency:

Demonstrated fluency in both written and spoken English (Level IV) is required. Fluency in both written and spoken Nepali (Level IV) required.

e. Job Knowledge:

Must possess a thorough knowledge and understanding of professional and governmental accounting, theories, practices, procedures and terminology as well as knowledge of laws, regulations and procedures associated with USAID financial management. Membership in the Institute of Chartered Accountants is encouraged to remain current on the rules and regulations of the GON and current accounting practices. The analyst will be a key member of project design teams, and will contribute significantly to public financial management improvement efforts in collaboration with GON.

f. Skills and Abilities:

The analyst must possess strong communication skills and the ability to establish and maintain relationships within USAID as well as with implementing partners and government counterparts. He/She must be confident presenting before a broad range of groups including local organizations and government officials. The analyst must be familiar with GON public financial management laws and possess the ability to analyze and present solutions to GON and local partners for capacity building activities. He/She must be able to provide quality analytic data to facilitate the responsible management of USAID programs. Proficiency in Microsoft Office is required.

POSITION ELEMENTS:

Supervisory Control Over Position:

The incumbent reports to the Controller. S/he coordinates work with and receives assignments from the Controller and the DO Team. S/he is expected to discharge assigned duties independently and professionally.

Guidelines Used and Judgment Required in Their Application:

Guidelines include contracts, agreements, Implementation Letters (ILs), the USAID Automated Directive System (ADS), and OMB circulars, along with applicable GON laws, regulations and procedures. In accordance with available guidelines, the employee is expected to make independent judgments on the adequacy of financial and internal control systems and the actions needed to correct financial and internal control problems. The position requires tact and initiative in preparing final reports, making appropriate recommendations, and implementing solutions.

Complexity:

USAID/Nepal activities cover the complete spectrum of USAID foreign assistance including programs and activities funded with Development Assistance, Child Survival Health, Economic Support, International Disaster Assistance and Operating Expense Funds. The nature of the work to be accomplished is technically very complex involving statutes, regulations and policies of the U.S. Government, USAID, GON as well as professional association standards. The incumbent must use professional judgment and expertise to determine and schedule workload in order to ensure that statutory and fiscal requirements are met and USAID resources are safeguarded.

Scope and Effect of Position (*including authority to make commitments and Supervision exercised*):

Provides expert financial management advice for USAID administrative and program activities. The employee represents the Office of Financial Management and USAID/Nepal in meetings and discussions on financial issues with the GON, grantees, contractors, RIG, USAID/W, and local accounting firms on financial related issues, implementation bottle-necks, audit and internal control issues.

Authority to make commitments: None

Supervision exercised: None

Nature, Level and Purpose of Personal Contracts:

Interpersonal, technical, and negotiating skills are needed to present analyses and recommendations and to deal effectively with USAID and Embassy colleagues, DO team members, implementing partner staff (all levels), senior level GON officials, the OAG, senior partners of local audit and accounting firms, and counterparts from other donor agencies in order to exchange financial and institutional information and reach agreement on financial aspects of activity implementation and financial and internal control procedures.

Physical demands and Work Environment:

The work is mostly sedentary. However, visits to implementing agencies and some field trips to review program activities are required.

Time Expected to Reach Full Performance Level: 1 year